

Job Description
Missouri State Highway Patrol

Class Title: Criminalist Supervisor - Latent Prints

Title Code: V00514

Effective Date: 04/21/94

Date Reviewed: 06/21/02

Date Revised: 12/27/04

Immediate Supervisor: Assistant Division Director

Position Supervised: Criminalist I, II, III

FLSA Classification: Partial Exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is a very responsible professional, supervisory and advanced technical position. Work includes performing and/or supervising complex and technical work in the chemical and scientific analysis of latent prints in criminal and other related investigations. Direction is received from the laboratory director who makes special assignments and reviews the work through the evaluation of reports and meetings.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Provides direct supervision of criminalists and laboratory technicians (e.g., delegates work assignments and monitors completion of same, gives guidance and technical assistance and ensures work is performed according to legal and safe guidelines).

Confers with other laboratory supervisors and personnel reference lab methodology, safety, current issues, scientific and legal developments and progress of shared caseload, etc.

Confers with scientific equipment manufacturers, writes specifications for new scientific equipment and assists in selecting successful bidders on this equipment.

Implements new and revised methods of analysis.

Regularly lifts, processes, compares and examines latent prints from crime scenes or parties involved in criminal activity.

Prepares evidence and exhibits; appears in court as an expert witness; maintains report files; issues periodic and special reports.

Instructs law enforcement personnel about latent print processing and collection.

Generates and receives requests to and from other law enforcement agencies, prosecutors, attorneys, etc., reference criminal evidence and laboratory procedures.

Performs and monitors quality control evaluations to verify that appropriate testing procedures are being performed.

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Participates in and monitors the proficiency testing program for the section.

Reviews manuals, publications, etc., within the chosen/related discipline.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the procedures and methods used in processing latent prints.

Knowledge of the preparation of evidence for presentation in court.

Knowledge and practice of the safety rules and procedures in regard to laboratory equipment and chemicals.

Knowledge of quality control procedures and proficiency testing.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to perform assigned work in accordance with prescribed procedures, make accurate observations of test results and prepare accurate records and reports.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to maintain composure while under cross-examination in regard to personal and scientific qualifications and defend findings of fact in court.

Ability to compile and prepare information for presentation (e.g., mock trials held in the laboratory, actual court appearances and teaching training courses).

Ability to distinguish colors necessary to perform laboratory tests.

Ability to perform microscopic work for extended periods.

Ability to recognize and identify minute details.

Ability to establish and maintain effective working relations with others.

Ability to properly use laboratory equipment and chemicals.

Ability to gather, assemble, correlate and analyze facts to be incorporated into a report of laboratory tests.

Ability to handle several projects simultaneously.

Ability to plan, assign and direct the work of subordinates.

Ability to train subordinates.

Ability to formulate logical, reasonable conclusions based on available factual information.

Ability to transport tools, equipment and evidence necessary to conduct crime scene investigations.

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Ability to perform job-related travel (e.g., appearing in court, conducting crime scene investigations and attending training meetings, seminars, etc.).

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess a baccalaureate degree in one of the natural sciences or criminal justice.

AND

Possess at least three years experience as a Criminalist III - Latent Prints or comparable experience.